

# NURSING EDUCATION CONSULTANT

## CONTINUOUS

### OPEN EXAMINATION FOR DEPARTMENT OF CONSUMER AFFAIRS

[www.dca.ca.gov](http://www.dca.ca.gov)



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### WHO MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

#### HOW TO APPLY

Please submit a **State Application (STD 678)** to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).** The State Application is available by clicking on the following link:

- [State Application \(STD 678\)](#)

#### WHERE TO APPLY

##### MAIL OR HAND DELIVER TO:

Department of Consumer Affairs  
 Office of Human Resources  
 Attn: Selection Services (B. Bweupe)  
 1625 North Market Blvd., Suite N-321  
 Sacramento, CA 95834

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the State Application (STD. 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

#### CONTINUOUS FILING

Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

#### SALARY RANGE

\$6,223.00 - \$7,789.00 per month.

\*Salary reflects the increase effective 7/1/2017.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** All State Applications (STD. 678) must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. State Applications (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

#### POSITION DESCRIPTION

Under general supervision, incumbents exercise independent judgement in the performance of their duties; perform complex, analytical duties in planning, developing, administering, and evaluating educational, licensing, practice, and enforcement programs in nursing; provide consultative services to local, State, and national agencies; perform complex, sensitive assignments; conduct research and analysis that have academic, programmatic, enforcement, fiscal, and/or legislative policy impact; and assist administrative staff with the complex projects.

#### POSITION INFORMATION

Positions are located Statewide with the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians within the Department of Consumer Affairs. Career credits do not apply.

**MINIMUM  
QUALIFICATIONS**

Possession of an active, valid California license as a Registered Nurse. (Applicants who do not meet license requirements will be admitted to the examination but must possess the required license before they will be eligible for appointment.) **And**

**Either I**

**Experience:** Five years of active work experience in the field of nursing which must include at least three years as a member of the teaching faculty in a United States State-approved Registered Nurse, Practical Nurse, Vocational Nurse, or Psychiatric Technician program or in a regionally accredited post-licensure program.

**Or II**

**Experience:** Five years of experience in the field of nursing which must include at least three years as a clinical specialist, nurse practitioner, or in-service educator in a hospital, clinic, or private practice setting.

**And**

**Education:** A Master's Degree in Nursing or a related field from an accredited college or university.

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**Education and Experience – Weighted 100%**

**EXAMINATION  
INFORMATION**

This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed and compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education, experience, and training relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

**DEFINITION OF  
TERMS**

Five years of experience or active work experience means full-time work experience in the field of nursing.

**EXAMINATION  
SCOPE**

**Knowledge of:**

1. Principles, practices, and trends in nursing education and nursing practice.
2. Federal and State laws and regulations and Board policies which impact nursing education, nursing practice, and health care of consumers.
3. Personal computer to effectively perform duties.

**Ability to:**

1. Provide a leadership role in the development, implementation, coordination, and evaluation of policies, programs, standards and procedures of the Board.
2. Perform in-depth analysis of complex data related to nursing education, nursing practice, and the health and safety of consumers.
3. Prepare and present clear, concise, and objective reports, utilizing a computer, in written as well as oral formats.
4. Interpret and apply appropriate applicable laws, rules and regulations.
5. Use Interpersonal and communication skills to function effectively with a wide range of individuals and groups including consumers, Board members, licensees, staff of other State and Federal agencies, and advocacy groups.

**SPECIAL  
PERSONAL  
CHARACTERISTICS**

Tact; discretion; maintenance of confidentiality; emotional stability and maturity; and willingness to travel throughout the State.

**BACKGROUND  
INVESTIGATION**

All persons successful in the examination for this classification will be required to undergo a criminal offender records investigation prior to appointment.

**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS  
PREFERENCE  
POINTS**

Veterans' preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credit.

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**QUESTIONS**

If you have any questions concerning this announcement, please contact Brenda Bweupe at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd., Suite N-321, Sacramento, CA 95834, (916) 574-8305.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phone: 1-800-735-2929

From Voice Phones: 1-800-735-2922

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## GENERAL INFORMATION

**The Department of Consumer Affairs** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate's responsibility** to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

**Examination Locations:** Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), local offices of the Employment Development Department and the Department of Consumer Affairs.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Employment Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.